

# 10 Steps to Chartering a Club

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1. Find a company or location interested in having a club
  - a. Company more than 300 people
  - b. Check TI Website ([www.toastmasters.org](http://www.toastmasters.org)) for corporate clubs elsewhere
  - c. Location/Community that currently doesn't have a club
  - d. Advanced club opportunities
  - e. Suggestions from friends and club members
2. Share fliers with prospect so they can generate interest
3. Do a bit of homework on prospect
  - a. Can you get 25-30 people at the kick-off meeting?
  - b. Ask if company will cover some of the fees/find sponsor
  - c. Is the inside lead person willing to hold an officer role
4. Set up time and date of kick-off meeting (previously called a demo meeting) as well as time, location and frequency of meetings
5. Get people to help with kick-off meeting, sponsoring and mentoring the club
  - a. Meeting Participants
    - i. Toastmaster
    - ii. General Evaluator
    - iii. Speaker
    - iv. Speech Evaluator
    - v. Timer
    - vi. Grammarian/Ah Counter
    - vii. Table Topics Master
  - b. Sponsor's Responsibilities
    - i. Attend meetings until the group charters
    - ii. Helps the group secure a minimum of 20 applications with fees
      1. New Club must have a minimum of 17 new, reinstated or transfer members
      2. If Advanced or Specialty club need 20 members (dual membership requirement)
    - iii. Guides the group in establishing a name
    - iv. Shares information about officer positions and leads the group in finding members to fill those roles

- v. Answers questions, holds roles and finds other Toastmaster help as necessary
- vi. Introduces the mentors
- c. Mentor's Responsibilities
  - i. Be available to help and answer questions as necessary for six months after club charters
  - ii. Find leaders to train the officers
  - iii. Share enthusiasm and knowledge of toastmasters
  - iv. Help establish a positive learning environment for a strong club

6. Hold kick-off meeting
- a. Share your excitement about Toastmasters
  - b. Explain the benefits of Toastmasters
  - c. Show the first two manuals and a Toastmasters magazine
  - d. Make sure to explain what is happening in the meeting so all can follow
  - e. Ask for people willing to take on the roles for the next meeting
  - f. Remember your goal is to get the group to take ownership of their meetings

7. Secure 20 applications with payments
- a. Charter fee of \$125 (one-time fee)
  - b. New club kits = \$20 per new member
  - c. Toastmasters 6 months dues = \$27 per member
  - d. Local club 6 month dues may not exceed \$6.00 per member

8. Guide the group in the election of officers, selecting a club name and clubs dues, if any

9. Complete charter paperwork and give or send to Dru Jorgensen, LGM (paperwork can be found at: <http://www.toastmasters.org/build> )

10. Celebrate you accomplishment!

Need help or have questions? Contact:  
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